

Company Newsletter

June 2024

**New
Beginnings**

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WHAT'S NEW?

The agency is rapidly growing! We are hiring new talent and receive referrals for new clients just about every day! We have been in business since 2005 and have undergone so many changes! Our effort is to enhance the way that we provide services and to offer better incentives to our employees. In this issue you can learn more about our existing and new office staff. You can also read about our new payroll processor *Paylocity*.

401k

Caring Professionals Homecare is ushering in a 401k plan! We have partnered with Human Interest to offer a 401k plan to our employees. Find out more about what 401k is and the benefits of having a 401k plan.

Employee Referral bonus

Did you know we offer a \$75 dollar bonus for referring an employee to the agency? To be eligible for the referral bonus the new hire's employment must be in good standing after their probationary period of 60 days. The new hire must have no more than one call off and must also notify the office within a reasonable timeframe, no more than 5 minutes late to the client without notifying the office in advance, no call no show and must have worked at least 30 hours since their hire date.

****Direct Deposit****

**We are going
paperless!**

**Soon paper checks
will no longer be an
option. Contact the
office for more
information.**

"SPRING IS THE TIME OF
THE YEAR, WHEN IT IS
SUMMER IN THE SUN AND
WINTER IN THE SHADE."
- CHARLES DICKENS

Employment Verifications

Employment verification will be completed on Fridays. Employment verification requests can be sent to ccurtis@mycaringpro.com. Please include your case number, and fax or email of the requestor

You can view and send copies of your paystubs directly from Paylocity.

Click on the tab for Paylocity in the menu to learn more.

PAYROLL

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PAYLOCITY

Caring Professionals Homecare has a new payroll processor! Paylocity is an online payroll processing entity that provides employees access to their personal information, paystubs, tax withholding and more! Go to the self-service tab in Paylocity to view your personal information, paystubs etc. Scan the QR code below to learn more about the features in Paylocity.

Casandra sent an email to employees with instructions on how to register and access your account with Paylocity.

Get started by downloading the app for Paylocity.



How to register your account with Paylocity

<https://access.paylocity.com/Register> click on the link to register on the website. You can also download the app.

Enter the Company ID

Company ID: 197995 **Caring Professionals Homecare**

Company ID: 197994 **Alpine Home Health**

Company ID 197993 **About U**

Then enter your personal information and confirm you are not a robot 🤖. Then click on *"Continue"* Set your username and password. Enter your mobile number and email.

Then select 3 security questions and answers and follow the system prompts to complete registration.

PLEASE DO NOT ATTEMPT TO USE PAYLOCITY TO CLOCK IN/OUT OF YOUR SHIFTS WITH YOUR CLIENT(S). EMPLOYEES MUST USE REVIVING CARE TO CLOCK IN/OUT OF SHIFTS.

If you are experiencing technical difficulties with Paylocity, contact Casandra via email at ccurtis@mycaringpro.com.

Access your paystubs through Paylocity

Download the app
"Paylocity"

Click on **"Pay"** to view your most recent paystub.

Click on **"History"** previous paystubs.

Click on **"Tax forms"** to review your W-2's.

You can also click on the chart to view your earnings, deductions, and tax related information.

Click on the envelope icon in Paylocity to send a copy of your paystub by email to a third party.

Did you know?

There is a **"community tab"** in Paylocity where you can engage with your fellow employees and office staff. Check out the **"community tab"** in Paylocity. Employees can post, share, comment and give recognition other employees and office staff.



Scan the QR code to
view the demo
video

MEET THE OFFICE STAFF

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**Casondra
Curtis**
**Human
Resources
Manager**

Casondra brings a vast amount of knowledge and experience to the agency. We are so happy to have her here! Casondra manages payroll and coordinates administrative functions of the agency. If you have any questions, concerns, or complaints pertaining to your employment, 401(k), wage, company policy, Paylocity, your W-2, and payroll contact Casondra at ccurtis@mycaringpro.com



**Amanda
White**
**Staffing
Manager**

Amanda is an exceptional Staffing Manager. She has been with the agency for 10 years! Amanda coordinates staffing meetings, organizes, and delegates staffing operations. She also hires and processes new employees, tracks the staffing of clients and responds to staffing emergencies on weekends. Amanda's multitasking skills are extraordinary! If you have any questions pertaining to your employment, wage, or company policy contact Amanda at awhite@mycaringpro.com.



**Laura
Ramirez**
**Staffing
Coordinator**

Laura has been a wonderful addition to the office and offers a new perspective to staffing. We are so happy to have her here! Laura works alongside of Francisco and Deiver. If you are not working 40 hours a week and you are looking to work additional hours contact Laura at lr Ramirez@mycaringpro.com.

Deiver Vargas
**Staffing
Coordinator**

We are excited to introduce Deiver Vargas our new Staffing Coordinator. Deiver works alongside of Francisco and Laura. Deiver has been an excellent addition to our team! We are so happy to have him here! If you are not working 40 hours a week and you are looking to work additional hours contact Deiver via email at dvargas@mycaringpro.com



**Francisco
Salinas**
**Clinical
Support/
Intake
Coordinator**

Francisco gathers and processes the information of incoming clients, tracks the staffing status of active and nonactive clients. His role as the Clinical Coordinator consists of scheduling Nurse Visits, managing the Nurses paperwork and schedules employee training. Francisco does an amazing job at welcoming new clients and employees to the agency. If you have questions about your client's services or if you have a client that you would like to bring to the agency, contact Francisco at fsalinas@mycaringpro.com.

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Andrea Eckert
Compliance Coordinator

Andrea is responsible for monitoring and maintaining state compliance and regulation standards. Andrea has been with the agency for 7 years! Andrea's organization skills are outstanding! Andrea collaborates with the Nurses and helps reschedule their visits. If you have any questions about your client's services, or service type contact Andrea at Aeckert@mycaringpro.com



Monique Toney
Mobile app Trainer/

Monique assists with the processing of employee timecards, monitors employee hours to ensure accuracy, notifies employees of incomplete timecards, and provides training for EVV. Monique also provides PCA services. Monique's calm and caring personality makes her an excellent caregiver! If you have questions pertaining to your hours or questions about Reviving Care contact Monique at mtoney@mycaringpro.com.

Whitney Wagner
Billing Manager

Whitney organizes and delegates billing tasks. She also processes employee timecards, provides training for EVV, works with insurance agencies and case managers to confirm the continuation of services. Whitney has been with the agency for 8 years! Whitney is a proficient billing manager her work ethic is exceptional! If you have any questions pertaining to over usage of hours, Reviving Care, your timecard, or your paycheck contact Whitney at wwagner@mycaringpro.com.



Sharieffa Wiggins
Nurse/RN

Sharieffa conducts Nurse visits with clients, gathers medical information, monitors client well-being, and provides hands on training for employees. Sharieffa's fun and friendly personality makes her a great Nurse! Sharieffa is very knowledgeable! She can answer questions pertaining to your client ADL's, concerns about your client's health, or questions about a Nurse visit. Contact Sharieffa at swiggins@mycaringpro.com



Starlisha Doby
Recruiting Coordinator

Starlisha is our Recruiting Coordinator. Starlisha coordinates and manages community engagement, job postings, hiring events, employee orientation, and helps process applications. Starlisha has been with the agency for 9 years! Star shines and ensures everyone feels welcome and appreciated! Please direct your questions for Starlisha to sdoby@mycaringpro.com

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WE ARE OFFERING A 401(K)/RETIREMENT PLAN!

Caring Professionals Homecare has partnered with Human Interest to offer options for a 401(k) plan to employees. Human Interest is a leading 401(k) provider for small and medium sized businesses.

You must be employed at Caring Professionals/Alpine Home Health for at least one year to be eligible. If you have been employed for a year or more check your email to see if you have received information from Human Interest regarding enrollment into a 401(k) plan. If you are interested, you don't have to respond to the email you will automatically be enrolled at 3% contribution rate. Meaning 3% of your pay will automatically be deposited into your 401(k).

If you are not interested and you have been employed for a year or more, reply to the email from Human Interest within 15 days of receiving it.

Do not call the office in an effort to decline the offer for a 401(k). Simply open the email from Human Interest and click on reply to respond directly to Human Interest. **If you do not respond to the email from Human Interest directly within 15 days, you will be automatically enrolled.**

If you fail to respond to the email within 15 days and you would like to cancel or make changes to your plan, **contact Human Interest directly at 855-622-7824** and provide our company ID (the company ID number can be found on the first page of the newsletter).

What is a 401(k) plan?

A 401(k) plan is a retirement plan that plan allows an employee/account holder to invest in their future!

Employees can automatically contribute funds into their retirement account through direct deposit.

Employees can choose the amount money they would like to have deposited into their account per pay period.

Click on the links below for more information pertaining to 401(k)/retirement savings plans.

1. A 401(k) is the most - wanted benefit after health insurance.

https://www.youtube.com/watch?v=BN_Jvm8sSoo

Human Interest YouTube

2. What is a 401(k)?

<https://www.youtube.com/watch?v=XvW5BbjDtUI>

Charles Schwab YouTube

What is a 401(k)?

A 401(k) is an employer-sponsored retirement savings plan with special tax benefits.

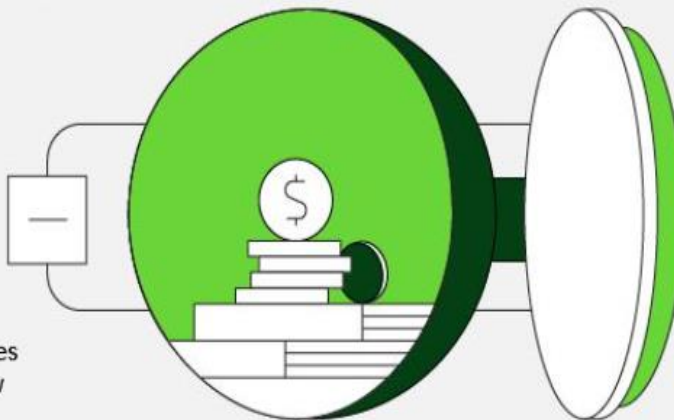


You contribute part of each paycheck into a retirement account, where you can generally invest your assets in various types of mutual funds, such as index funds or target date funds.



Your employer may match your contributions, up to a certain amount.

The money you contribute is deducted from your paycheck pre-tax, meaning you won't pay taxes until you withdraw the money.



Generally, you must wait until you're at least age 59½ to access the money without paying a penalty.



In case of emergency, you may be able to take a loan from your 401(k). But if you make a withdrawal before age 59½, you may owe a 10% penalty on top of income tax.

